

Table of Contents

Introduction	i
Quick Reference.....	iv
Chapter 1: System Basics	1:1
Chapter 2: Cataloging	
Archeology	2:1
Archives	2:41
Ethnology	2:85
History.....	2:121
Biology	2:159
Geology.....	2:205
Paleontology	2:239
Chapter 3: Supplemental Records	
Supplemental Records Basics.....	3:1
Appraisals	3:15
Catalog Notes	3:18
Component Parts	3:21
Condition Reports	3:23
Conservation	3:26
Deaccession	3:28
Exhibits	3:31
Images	3:34
Loans In	3:36
Loans Out	3:39
Location	3:42
Maintenance	3:45
Object Status.....	3:47
Preparation/Treatment	3:50
Preservation	3:52
Provenance.....	3:54
Publication Citation	3:56
Related Databases.....	3:58
Research Notes	3:60
Restrictions	3:61
Scientific Name	3:64
Significance.....	3:67
NAGPRA (Old)	3:69
Chapter 4: Associated Module	
Accession Records	4:1
Conservation.....	4:22
Exhibits	4:30
Loans Out	4:43
Loans In	4:65
Maintenance	4:88
Preparation/Treatment	4:101
Deaccessions.....	4:109

Restrictions	4:132
Locality	4:141
Artist/Maker/Eminent Figure	4:148
Name and Address	4:156
NAGPRA	4:171

Chapter 5: Reports and Forms

Table of Reports and Forms Listed by Report	5:1
Table of Reports and Forms Listed by Module	5:8
Reports and Forms	5:15
Print List Pane	5:50
Quick Report	5:57
Full View	5:71

Chapter 6: Data Entry and Advanced Editing

Basic Editing	6:1
Spell Check	6:5
Modify All	6:11
Global Search and Replace	6:16
Quick Entry	6:20
Pre-Allocate Records	6:29
Defaults and Carry Over Fields	6:33
Macros	6:39

Chapter 7: Finding and Grouping Records

Word Search	7:1
Filters	7:18
Tag Sets	7:37
Random Records	7:48
Sort	7:51
Get	7:59
Find Record	7:62
List Pane	7:66

Chapter 8: Moving and Sharing Data

Transfer Records to Another Directory	8:1
Transfer Record(s) to/from Disk	8:5
Export List	8:11
Import/Export Selected Fields	8:14
Data Updates (formerly laptop copy)	8:32
Load to Empty Directory	8:39

Chapter 9: Tools

Reclassify and Sweep Words	9:1
Backup Data	9:5
Restore Full System Backup	9:18
Create New Directory	9:21
Delete a Directory	9:25
User Security	9:29
System Options	9:45
Autosave	9:56
Large Data Sets and Paging	9:61
Software Updates & Workstation Synchronization	9:72

Appendix A: System Requirements.....	A:1
Appendix B: Installation and Setup	
Installing Prerequisites	B:4
Installing SQL Server Express and ICMS (Option 1)	B:7
Installing ICMS to use SQL Server 2005 Standard Edition (Option 2)	B:19
Network Configuration for Network Installations	B:33
Installing Workstations for Network Installations.....	B:44
Upgrading to ICMS (from ANCS+ 8.0).....	B:50
Installing SQL Server 2005 Express Separately	B:59
Uninstalling ICMS.....	B:69
Appendix C: Functional Cross-Reference.....	C:1
Appendix D: Public Search	
Installing Public Search	D:1
Using Public Search.....	D:12
Public Search Configuration	D:25
Appendix E: Lexicons.....	E:1
Appendix F: Archives Module	
Quick Reference for Basic Archival Description.....	F:1
Archives Module.....	F:7
Overview and Introduction to Archival Cataloging	F:145
Appendix G: Imaging and Multimedia	
Imaging	G:1
Image Conversion Utility	G:18
Multimedia.....	G:20
Appendix H: CMR.....	H:1
Appendix I: AIP	I:1
Appendix J: ACP	J:1
Appendix K: Support	K:1